

Guided Tour of Career Cruising for Teachers, Counselors & School Administrators

The ILP Tool is fully integrated into the Career Cruising career guidance system. This document provides a brief walkthrough of the main components and features of the program.

Step 1: Login to the School ILP Administration Tool

Open your web browser (such as Internet Explorer, Netscape or Firefox) and go to www.careercruising.com/ILPSchool/.

On the School ILP Administration Tool Login page, enter your school's username, school's password, and your personal advisor password, and LOGIN.

Once you have logged in you will see the Advisor Homepage. From here you can access all of the tools and features in the School ILP Administration Tool.

Step 2: Enter Career Cruising

From the menu bar on the left hand side of the Advisor Homepage, click the button near the bottom ENTER CAREER CRUISING.

You be directed to the Career Cruising Main page. From here you can access all of the tools and features in the program. To return to this page at any time, click on the purple MAIN button in the menu at the top of the page.

Step 3: Explore a Career Profile

There are hundreds of occupation profiles in Career Cruising and a number of ways to search for them, including keyword, search by index, search by Kentucky Career Cluster and the Career Selector.

For now, try the Search by School Subject.

- On the left side of the Main page, click on EXPLORE CAREERS
- Click on SEARCH BY SCHOOL SUBJECT
- Select a subject
- Click on the name of an occupation

Browse through the occupation profile using the blue buttons on the left to find information about various aspects of the career, including job description, working conditions, earnings, and related resources. The Education section of each profile includes direct links to related college programs.



Each career profile also has a printer-friendly version, which you can access by clicking on the grey Printer-Friendly Report button at the bottom of the menu on the left.

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Step 4: Multimedia Interviews

Each career profile contains two multimedia interviews with people in that occupation. Each person answers key questions about their experiences, what a typical day is like, what they like and don't like about their job, as well as advice for people interested in entering that career.

- Click on one of the names in the interview section (the last two blue buttons on the left of the occupation profile screen)

Use the blue buttons on the left to navigate through the various sections of the interview. To play sound and video clips, click on one of the small icons next to the Likes, Dislikes and Advice buttons. The multimedia clips are available in Windows Media Player  and in QuickTime . If your computer does not have either of these programs installed, they can be downloaded for free.

Step 5: Explore Colleges and Universities

Career Cruising provides detailed school profiles for thousands of colleges and universities across the county. You can search for particular schools, schools offering a specific major, or use the School Selector to find colleges that meet a variety of criteria.

- Click on the SCHOOLS button on the menu bar near the top of the page
- Click on SCHOOL SELECTOR
- Click on the blue GO button for Undergraduate Schools
- Under TYPE OF SCHOOL select Public or Private and select either 2-Year or 4-Year
- Under LOCATION, select a state
- Click VIEW RESULTS
- Select one of the schools listed

Browse through the information for this school. To visit the school's website, simply click on the web link provided on the main School Profile page. To return to your list of schools, click on the Back to Your Results link near the top of the page.

Career Cruising also includes information on private financial aid programs to help prospective students find the funding they need to begin or continue their studies.

- Click on the SCHOOLS button on the menu bar near the top of the page
- Click on FINANCIAL AID
- Click on FINANCIAL AID SELECTOR
- Fill out as much of the information as you can—the more information you fill out, the more results you will get!

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Step 6: Career Matchmaker

Career Matchmaker is an interactive interest inventory that helps users find careers that match their interests and understand how interests and career choices are related.

- Click on the MATCHMAKER button on the menu bar near the top of the screen
- Enter a first and last name, then click START A NEW CAREER MATCHMAKER SESSION
- Read the instructions, then click START
- Answer the first 39 questions. If you are ever unsure of the meaning of a question, click on the blue MORE INFO button on the right side of the page.

After you finish the first round of questions and get your initial list of Career Suggestions, we strongly suggest going through the second round of questions as well.

- Click on the blue ANSWER MORE QUESTIONS TO IMPROVE MY RESULTS button on the right side of the page. Answer as many of these additional questions as possible, then click the grey VIEW CAREER SUGGESTIONS SO FAR button near the bottom of the page.

The Career Suggestions page lists the top 40 career matches ranked in order of suitability. Click on a career to learn more about it and see how it matches up with your answers. To return to your results, click on the Back to Matchmaker Suggestions link near the top of the page.

Matchmaker also provides your top two recommended Kentucky Career Clusters. The Cluster recommendations are located below the button menu on the right hand side of the page. Click on the name of a Career Cluster to view the careers on your list that are included within it.

From the Career Suggestions page, you can browse through Matchmaker's features using the blue buttons on the right side of the screen. You can:

- Limit your suggestions to a particular level of education
- Review and change your answers
- See how careers **not** included in your list of suggestions match up with your answers

You can also take the MY SKILLS assessment to see how your skills match up with the skills required for careers that match your interests. Once you complete the 45-question quiz, a suitability rating will appear for each career in your suggestion list.

Step 8: Career Cruising and the ILP

When students log into their ILP, they can access the various components of program by clicking on the Career Cruising button. There are three subsections: Career Matchmaker, Careers that Interest Me, and Schools that Interest Me.

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Students can save their Career Matchmaker results to their ILP by clicking on the SAVE TO MY ILP button near the bottom of the menu on the right hand side of the page. They can bookmark the careers and schools that are of interest to them by clicking on the SAVE TO MY ILP button near the bottom of the menu on the left hand side of the page. Once a career or school has been saved to the ILP, students can record their thoughts about it and why it interests them.

Students can also access Matchmaker, Explore Careers and Explore Schools sections using the menu bar at the top of the page.

If you have any additional questions about Career Cruising,
please contact us at 1-800-965-8541 or info@careercruising.com.

